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Approved For Release 2000/04/18 : CIA-RDP84-00022R000200130009-0

ORE records (pre-1950)

2 May 1957
H. P. C.

See especially pp. 2-14 passim

MEMORANDUM FOR RECORD

SUBJECT: List of Selected Historical Records in the "Geographic Research Area, ORE," 1953-56

1. As of August 1955, when the RM/8 Records Management Staff last made a comprehensive survey of the current and non-current records of ORR's Geographic Research Area, the records of this Area totalled some 224 different and separately organized files (or "series," as they are called by the RM people).

2. Most of these 224 files antedate 1953, when the Historical Staff's current interest begins. Of this total, some 84 series have been selected by me as those most likely to contain useful historical evidence for the 1953-56 history--useful from one or more of several points of view, e.g.: useful because of the types of basic documents it contains; useful because of the comprehensive nature of a given file; or useful because of the particular way in which a given file is organized and/or indexed.

3. The listing below is based entirely on the RM Staff's survey, that is, on its "Records Control Schedule" for ORR, dated August 1955, Secret (on file in the RM Staff), which I examined today. In other words, it is not based on our first-hand inspection of the files themselves. (This next step can be done, as necessary, when we get proper clearance with ORR, and after we have selected more precisely those aspects of ORR's history that we will be actively

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concerned with.) Nor does the listing indicate which records may by now (almost two years later) have been destroyed, or re-filed, or transferred to some other office, or retired to the CIA Records Center. The listing nevertheless does provide, it is hoped, an immediate, preliminary bibliographical introduction to one of several major parts of the history of ORR for the period 1953-56. The occasional parenthetical comments that have been added below (by myself) are intended to call attention informally to the special historical value of this or that file, or to suggest some of the practicable short-cuts that might be followed in using this or that file for historical-investigation purposes.

4. Each series entry below indicates, in general:

1. How a file is commonly known (that is, its title); this is useful especially for borrowing specific files from ORR and for citing them later in our footnotes;
2. Whether the file covers all or only a part of the period 1953-56;
3. How bulky (or small) the file is;
4. What kinds of typical documents it contains, and what general subjects or intelligence procedures it deals with;
5. How the file is organized, and whether it is indexed (that is, what short-cuts can be profitably pursued in our research);
6. Whether the file is in danger of being destroyed as a "temporary" or "non-record" file before we have had a chance to use it.

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5. As a caution to whoever will be using this listing as a bibliographical introduction to OHR's history, there are three other major, parallel groups of OHR records (in addition to the group described below) for the period 1953-56. These other groups are separately listed, selectively, in three other Historical Staff memoranda, as follows:

1. List of Selected Historical Records of OHR (Central Records); 1953-56 (memo of April 25, 1957, Secret);
2. List of Selected Historical Records of the "Coordination Area," OHR, 1953-55 (memo of April 29, 1957, Secret);
and
3. List of Selected Historical Records of the "Economic Research Area," OHR, 1953-56 (memo of May 2, 1957).

Furthermore, the reader is reminded that, because of the "echeloning" of CIA's administrative organization and (in turn) the layered echeloning of its record-keeping, there are highly significant OHR-related historical records to be found in records elsewhere in CIA, especially in the files of the O/DCI (see memo of April 12), and in the files of the ID/I (see memo of April 11).

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ORR Geographic Research Area

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Office of the Chief

[REDACTED], in charge as of about August 1955)

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203. "Administrative Subject File," 1949-date. 7.3 linear feet. This file relates primarily to the "housekeeping and administrative functions" of the Chief, Geographic Area. Specific subject folders relate to Budget, Security, Reports, Career Service, Training, etc. This file is said to be "essentially duplicated" in ORR's main "Administrative Files," the latter kept by SI/A (see previous Historical Staff inventory of ORR central files). This is a "temporary" file sent in annual blocks to the Records Center when two years old and destroyed when three years old.

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204. "Area Subject File," 1948-date. 11.4 linear feet. This file relates to "substantive" matters and covers broadly matters of "policy, decisions, liaison, coordination, and production of geographic, photographic, and mapping intelligence." The file is organized "by source or addressee." Of the 11.4 feet, 8 feet were accumulated by "the previous chief of Geographic Area" (presumably Mr. Guthe), and a note states that these should be retired "immediately" to the Records Center. The latter files also contain accumulations by Mr. Guthe "while with the State Department." These, too, "should be retired immediately."

ORE?

205. "OLI/M Files," 1949-date. 1.2 linear feet. These files "are maintained for the Department of State's Special Assistant for Maps. (Function has been transferred from this office.)" This file consists of correspondence with universities, with UN agencies, and with still other agencies and offices, all in relation to "maps and cartographic support in the map procurement program." Filed by "sources." These are "permanent" records not to be destroyed by CIA. They are to be transferred "to the present Special Assistant for Maps," State Department.

206. "Convenience File," (Geographic Attache), 1954 (only). 5/10 linear feet. This is a chrono file of the State Department's correspondence with Geographic Attaches abroad consisting of extra copies furnished by State to CIA/ORR. Another set is said to be filed in the Map Library (see series number 352). Filed first by attache, then chronologically. This chrono file is regarded as a "temporary" file to be destroyed "when no longer needed."

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207. "Project Initiation Files," undated. 5/10 linear feet. These are copies of memos, "initiating projects in OHR/G, used for budget purposes. Another copy is filed in ST/PC (?). Filed by project number. This is a "permanent" file.

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208. "Requisition File," 1949-53 (only). 4 linear feet. Contains requisitions, purchase orders, vouchers, and related correspondence on the purchase of maps and of related supplies, equipment, and services. This file is said to be duplicated in the Logistics Office. When that point is verified, this file has been ordered to be destroyed.

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209. "Convenience File (Reading)," 1945-date. 1.6 linear feet. This is a chrono file of the Chief of OHR/G (and obviously of the predecessor officers, as well, going back to 1945). This small file is of obvious historical value. It is, however, marked as a "temporary" file to be destroyed in annual blocks when one year old. (However, -- seems, perhaps Mr. Guthrie himself, has persuaded the RM Staff not to destroy this file but to hold it pending "later evaluation."--N. P. C.)

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217. "Map Distribution Record," 1942-date. 4 linear feet, in 5 x 8 card form. This record, since it goes back to 1942, probably covers not only CIA's map work but also CIG, State, and GCS as well. The card (Form 83) shows when a map was produced, how many copies were ordered, and what distribution was made of it. It is filed "by CIA map number." This is a "temporary" file to be destroyed in annual blocks when one year old. (Since this small record seems to be a unique record of CIA's basic production and dissemination on maps, it is startling to note the cavalier way in which it is to be destroyed so unceremoniously. A protest by the Historical Staff would seem to be in order.--N. P. C.)

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ORR/G Photo Intelligence Division
([REDACTED] as of about August 1955)

225. "Administrative Subject File," 1953-date. 2 linear feet. Contains folders on such administrative subjects as Budget, Reports, Meetings, Training, and Personnel. This is a "temporary" file to be sent to the Records Center in two years and destroyed in three years.

228. "Project Files," 1952-date. 2 linear feet. This file covers all "photo intelligence and interpretation projects in process or completed by the Division." A typical folder contains "project initiation memo, project outline, working papers, and notes." These papers are said to be duplicated in SI/PC. (See Historical Staff listing of ORR central records.) This file is arranged by project number.

229. "Photo Intelligence Memorandum Files," 1953-date. 6/10 linear feet. This is "the record set of finished intelligence" prepared by this division. It is the only copy retained anywhere in CIA, the other of two copies going to the requester. This is a "permanent" file to be retired to the Records Center in annual blocks when five years old.

230. "Working and Reference File," undated. 29 linear feet. These files are kept by the several analysts and are regarded as "temporary" records to be destroyed "when obsolete or no longer needed."

235. "Training Material File," undated. 26 linear feet. This collection obviously relates to the division's special training function. Its training course is in photo interpretation. This file includes "copies of photographs, fiscal charts, question and answer sheets, construction folders, and related matters, together with reference publications of other agencies notably Army, Air Force, and Navy."

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ORR/O Cartography Division

as of August 1955)

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236. "Administrative Subject Files," 1948-date. 7.6 linear feet. This housekeeping file includes subject folders, for example, on Budget, Security, Personnel, Training, Monthly Reports, and Project Reports.

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239. "Map Production Time Record," 1945-date. 3 linear feet. For each map produced by the division, Form 70-21 is executed. This is a card showing starting and completion dates, names of employees who worked on it, and the man hours spent. These cards are filed by CIA map numbers. This is a "temporary" file to be destroyed in annual blocks when seven years old.

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240a. "Map Request Log," 1943-date. 1.5 linear feet. This is Form 70-27 (and earlier forms), probably in card form (7), covering "all maps produced by the division." It shows the date of starting and completion, the requester, the cartographer and the title of the map. Arranged by CIA map number. This is a "temporary" file to be destroyed when "no longer needed." A supplementary log called the "I-Log," also 1943-date and also "temporary," contains a record of cartography jobs "where distribution is not usually made... and a copy of job not usually retained."

243. "CIA Map File," undated. 62 linear feet. This is a master file containing "one printed copy of each map, chart, and cartogram produced by CIA and predecessor agencies (State, FEA, OSS)," excluding especially numbered maps "in the 14,000 group...maintained in Special Support Staff" (see series number 266 below). This master set, filed by CIA map number, is one of two master sets of CIA-produced maps, the other set being filed in the Map Library (see series number 420 below). This is a "permanent" file to be kept in ORR "indefinitely." Along with this master file is the "Map Index," in 3 x 5 card form (form 70-38, the "Map Catalogue"), arranged by country and subject according to the "FOOOOO" system.

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248. "Convenience File (Reading)," 1943-date. 1.4 linear feet. This is a chrono file of outgoing correspondence of this division (and obviously of its predecessors). It is regarded by the ORR Staff as a "temporary" file to be destroyed in annual blocks when one year old.

251. "NIS Base Maps," undated. 12 linear feet. This is a set of printed copies of NIS base maps filed by "Country Area."

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252. "Jacket Files," 1948-date. 63 linear feet. These are the basic case files on the production of CIA maps, each one reflecting "a case history of the preparation of the map." It is organized into two major number series, one numerically by CIA map number and the other by "X-job" number. This "historical" file is regarded by the EM Staff as a "temporary" record to be destroyed in annual blocks when seven years old.

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258. "BGN Edited Map File," 1948-date. 7 linear feet. This is a special set of NIS base maps that have been edited by the US Board of Geographic Names (BGN), showing the corrections in name spellings. This is a "temporary" file.

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259. "NIS Corrections File," 1948-date. 2/10 linear feet. These are copies of "Correction Sheets" which have been sent to "contributors" notifying them of "name changes, corrections, or additions that should be made to the NIS maps prepared by the contributor." Filed according to NIS number. This is a "temporary" record kept for six months after completion of NIS project.

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261. "NIS Progress Log," 1950-54 (only). 1/10 linear foot. This is a log of all final NIS maps and color proofs that have been sent to reproduction, showing "NIS number, section, and title, map number, number of plates, date received from contributor, and date sent and returned from reproduction." This is a "temporary" file to be destroyed when no longer needed.

265. "Branch Subject File," of the Special Support Branch, 1951-date. 1.5 linear feet. This is a "temporary" file destroyed in annual blocks when one year old.

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266. "Map and Chart Files," 1948-date. 39 linear feet. These are record copies, along with extra copies for distribution, of all maps and charts produced by this branch. "These maps are assigned numbers in the 14,000 and 24,000 groups" and are not filed in the Map Library's Master Files. Arranged numerically by CIA map number. The record set is a "permanent" file. The rest are "temporary," the latter including reference copies of "MAC [World Aeronautical Chart] Charts, OGI Base Maps, Army Map Service Maps, and maps from other sources which are used for working copies and for distribution purposes."

268. "Records (Cover) Sheets," 1951-date. 3/10 linear feet. This is a file of Form 70-971, showing "the Job History" on all maps or charts produced by the Special Support Branch. Each history shows "techniques and methods, sources, requestors, and reproduction information." This is a "temporary" file to be destroyed in annual blocks when seven years old.

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270. "Branch Subject File" of the Far East Compilation Branch, 1947-date. 1.3 linear feet. This is a "temporary" file arranged by subject, destroyed in annual blocks when one year old.

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271. "Record (Cover) Sheet," of the Far East Compilation Branch, 1947-date. 1 linear foot. This is another job-history file (Form 70-97A or similar forms), apparently similar in form to series number 268 above. These histories are said to be "essentially duplicated" in the Cartography Division's main "Jacket Files," 1948-date. (63 feet), previously listed above. This is a "temporary" file destroyed in annual blocks when seven years old.

277. "Branch Subject File" of the Europe-Africa Branch, 1953-date. 2.5 linear feet. Subject folders include Security, Geographic Attache Correspondence, Reports, Staff Meetings, Project Status, and others. This is a "temporary" file to be destroyed in annual blocks when one year old.

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278. "Record (Cover) Sheets" of the above branch, 1948-date. 1/2 linear feet. This is another job-history file (Form 70-97A or similar forms), similar to those of other branches of the Cartographic Division. (See Master Jacket File for the entire division, series number 252.) This is a "temporary" file to be destroyed in annual blocks when seven years old.

284. "Branch Subject File," of the USSR-Satellites Branch, 1952-date. 1/2 linear feet. Subject folders include Staff Meetings, Geographic Attache Correspondence, MIS, and others. This is a "temporary" file to be destroyed in annual blocks when one year old.

285. "Record (Cover) Sheets" of the above branch, 1951-date. 3/10 linear feet. This job-history file, covering "all map work done by the branch," like other branch history files, is said to be "essentially duplicated" in the division's Master File (series number 252). This is a "temporary" file to be destroyed in annual blocks when seven years old.

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291. "Branch Subject File" of the Construction Branch, 1950-date. 2 linear feet. Subject folders include Budget, Training, Reports, Job Program, Division Staff Meetings, and others. This is a "temporary" file to be destroyed in annual blocks when one year old.

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293. "Record (Cover) Sheets" of the Construction Branch, 1944 (sic)-date. 2 linear feet. Like other branch job-history files, this is a set of Form 70-97A. It covers "all jobs done by this branch as direct assignments and not through the compilers." Arranged by CIA map number and "X" number. This is a "temporary" file to be destroyed in annual blocks when seven years old. (meaning? --- m.p.c.)

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296. "Reference Publication File," undated. 13 linear feet. Among the many kinds of publications are those of CIA itself, "such as Gazetteers, OGI Handbooks, NIS Specifications Manual and others."

299. "Experiment and Test File," undated. 1 linear foot. This file pertains to the Construction Branch's experimental work "on plastics, inks, and other cartographic material." This is a "temporary" file to be destroyed "after five years."

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OSR/G Geography Division

([REDACTED] in charge, as of August 1955)

302. "Administrative Subject File," 1953-date. 8 linear feet. Subject folders include Budget, Collection, Travel, Personnel, Exploitation, I/O, and others. Divided into two parts: (1) "Administrative and housekeeping" material, to be sent to the Records Center in annual blocks when two years old and destroyed "after three years"; (2) "Historical and documentary material," also a "temporary" file, "to be evaluated at a later time."

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304. "Division Production File," 1948-date. 14.5 linear feet. This is a "complete set of reports prepared by the division, together with copies of manuscripts, program data, program initiation memo, and other related material. These are reports in the O, OR, MR, O/I, O/E, ER, IP series. They are said to be "partially duplicated" in the files of ST/PC (series number 53). This is a "temporary" file to be destroyed "when obsolete or no longer needed for reference purposes."

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305. "Project Control Card," 1948-date. 1 linear foot, consisting of 22 Kardex drawers. These are 3 x 5 cards showing title of project, requestor, branch assigned, man-hours, due date, date completed, and division project number. Filed numerically. This is a "temporary" file to be destroyed "when no longer needed."

ORE?

306. "Report File," 1947-date. These are progress reports of the several branches of the Geography Division, together with a consolidated divisional report. These are copies of reports sent to the Chief of OSR/G, and are said to be duplicated there. This is a "temporary" file "to be evaluated at a latter date."

311. "Staff Subject Files," 1954-date. 1.3 linear feet. Subject folders include "Reports, Security, Personnel, Committees, Collection, Exploitation, and others." This file is said to be duplicated in the division's series number 302 above. This is a "temporary" file to be sent to the Records Center in annual blocks when two years old, and destroyed "after three years."

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313. "Staff Production Files," 1950-date. 4 linear feet. Part one contains "printed copy of all reports prepared by the staff, together with external research manuscript, notes on revision, comments by reviewers, and related material," filed "numerically" (meaning?).

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Part two, ⁽²⁾ filed by "project number" is a "case record of the project or report," containing "project proposal and related correspondence, manuscript and modification, distribution lists, outline, initial draft, personnel consulted in other agencies." This is a "temporary" file sent to the Records Center in annual blocks of "complete" project files when two years old, and destroyed "after five years."

117. "OSU Contract File," undated. 2 linear feet. This relates to CIA's contract with Ohio State University, engaged for the research and preparation of studies. The documents relate to preliminary negotiations, the contract itself, travel, and coordination. The file also contains a "complete set of manuscripts submitted by OSU under the contract...edited and published as OSU reports." This is a "permanent" file. In addition there is an "official" contract file in the Logistics Office and (for the fiscal portion) in the Comptroller's Division.

118. "Background Reference File," on OSU project. This consists of microfilm (8 drawers, 7.6 linear feet) of source material collected by OSU for the studies listed in series number 117 above, consisting of "books, monographs, and other documents pertaining to Geodesy, Cartography, and Photogrammetry in the Soviet Bloc." Along with the microfilms is a card index (52.6 linear feet) filed by Personality, Institute and Research Organization, Reel Number, Subject, and other breakdowns.

[map?]

123. "Staff Subject File," of the NIS Coordination Staff, 1954-date. 4/10 linear feet. Subject folders include Career Service, Monthly Report, Staff Meetings, and others. This is a "temporary" file to be sent to the Records Center in annual blocks when two years old and destroyed "after three years."

ORE? 124. "Chapter II Coordination File," 1950-date. This file pertains to the work of "processing and coordinating the contributions to Chapter IX" of the NIS. Subject folders include Maintenance, Procedures, and Instructions, Progress Reports, Schedules, NIS Subcommittee (Chapter IX Secretariat). This is a "permanent" file, to be sent to the Records Center in annual blocks when two years old.

ORE? 125. "NIS Case File," 1950-date. 1 linear feet. This file relates both to Chapter II and I of the NIS and is filed by NIS number. This is a "temporary" file, destroyed when two years old.

ORE? 128. "Branch Administrative File," of the USSR Branch, 1948-date. 2 linear feet. Subject folders include Training, Reports, Requirements, Meetings, and others. Said to be duplicated in "higher echelons" of the office. This is a "temporary file" sent to the Records Center when two years old and destroyed "after three years."

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336. "Microfilm File," undated. 2 linear feet (5-drawer card safe). These are negatives of "material not accessible in CIA," for which "the original documents have now been received." (This is apparently an insurance copy.)

337. "Branch Administrative File," of the Western Hemisphere Branch, 1952-date. 1.5 linear feet. Subject folders are similar to those of other branches of the Geographic Division previously listed above. This, too, is a "temporary" file.

338 to 344. These files, mentioned here only to show how a typical production branch operates, include the Production File, the Geographic Attache File, Area Reference Files, Analysis Working Files, Mapping File, Library Material, Reference Publication Files, (112 linear feet), Card Files (5 linear feet), and Map Files (32 linear feet). These files in general are said to be duplicated in the Map Library and in other organized files of ORR.

347. "Branch Administrative Files," of the Near East-Africa Branch, 1950-date. 2.5 linear feet. a "temporary" file.

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349. "Boundary File," undated. 3 linear feet. This file belonged to the "Territorial Studies Branch which was discontinued" and is now in the custody of the Near East-Africa Branch. It pertains to international boundaries, disputes, and treaties relating to the NE/A area. This is a "temporary" file to be destroyed "when obsolete or no longer needed for reference purposes."

354. "Branch Administrative File" of the Western Europe Branch, 1950-date. 1.5 linear feet. This like other branch files above is a "temporary" file.

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358. "Boundary File," undated. 3 linear feet. This is another part of the files of the now discontinued Territorial Studies Branch (for another part, see series number 349 above). This, too, is a "temporary" file.

362. "Branch Administrative File" of the Far East Branch, 1954-55 (only?). 1.5 linear feet. This, too, is a "temporary" file.

370. "Branch Administrative File" of the Eastern Europe Branch, 1950-date. 2 linear feet. Also a "temporary" file.

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ORR/O Map Library Division

(in charge, as of about Aug. 1955)

376. "Administrative Subject File," 1951-date. 4.8 linear feet. Subject folders include Meetings, Exploitation, Communications, Liaison, Insurances, Reports, Security, and others. This is a "temporary" file, sent to the Records Center in annual blocks when two years old and destroyed "after three years."

377. "Inter-Agency Map Procurement Coordinating Committee" File, 1951-date. 2/10 linear feet. These are the "official" IAMPPC files kept for the chairman by the recording secretary. They contain "minutes of meetings, notes and other documents," chronologically arranged. A notation indicates that these files are now located on State Department premises and are to be transferred there. (This suggests that this IAC secretariat function is being transferred from CIA to State.—H. P. C.)

379. "Map Procurement Fiscal File," 1952-date. 1.5 linear feet. These are the fiscal records relating to "this division's function of centrally procuring for CIA, Library of Congress, and Army Map Service all foreign-produced maps (specializing in special subject maps)." This file is audited regularly by the State Department "and essential documents are maintained there." A notation indicates that the present file is to be transferred to the State Department. (See my query on series number 377 above.)

380. "Chrono File," 1952-January 1955 (only). 1 linear foot. This is a special chrono file of copies of State Department Correspondence relating to Map Procurement only. Like most CIA chrono files, this file is scheduled for destruction, in this case in three years.

382. "Geographic Attache Correspondence File" of the Procurement Branch, 1946 (?) -date. 12.3 linear feet, in the custody of Earl P. Brown. These files "are located in the State Department or are in the process of being transferred there." (See also series number 377 and 379 above). These files are the "master set" of "informal" correspondence between the Geographic Attaches and the State Department's "Special Assistant, Office of Libraries and Intelligence Acquisition," and relate broadly to foreign map procurement, under "the centralized system of procurement." Also included is a monthly report of attaches, showing "status of allotment, report of expenditures, and the procurement activities for the month."

383. "Map Procurement Report Files," 1953-date. 4/10 linear feet. These are monthly and annual reports showing "maps received, agency maps retained, and books containing maps received." The annual report is sent "to all IAC agencies." This is a "temporary" file; the monthly reports are to be destroyed in two years while the annual report is kept in ORR "indefinitely."

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305. "Exchange Material File," 1947-date. 5 linear feet. This file relates to the exchange agreements with various foreign governments and foreign agencies, arranged by country and agency. The files contain foreign requests, handled apparently through geographic attaches, for published map material of various U. S. government and U. S. commercial sources. This is a "temporary" file to be destroyed "when obsolete or no longer needed."

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307. "Foreign Map Procurement Files," 1947-date. 55 linear feet. These are actually a number of separately organized files kept by the individual "map procurement specialists assigned to certain areas of the world." These men are responsible for arranging for the procurement and related publications, and for distributing the material and information procured. Each specialist has a typical file which includes, for example, his correspondence with Geographic Attaches and Foreign Service Posts, an exchange file, a contract file (for foreign agencies, firms, and institutions with which no agreements exist but with whom exchanges have been made), a file on foreign agencies, publishers, and institutes that are concerned with mapping, a map requirements file or a "want list," a bibliography card file, a reproduction control file, and logs of material received and sent.

308. "Domestic Map Procurement File," 1951-date. 4 linear feet. Included are "requirements, guides, order procedures, transmittal notes, OO's reports (where maps are enclosed), Project Review Committee (Geographic Area) files, case files on availability of contact, and similar documents. This is a "temporary" file, to be evaluated at a later date.

309. "U. S. Contacts," 1951-date. 1.8 linear feet. This is an alphabetical file "on companies, societies, agencies, and universities from whom geographic material has been received," which and is also usable for possible future procurement purposes. Like series number 308, this is a "temporary" file.

301. "Requirement Card File," undated. 1/10 linear feet. These cards show all requirements served on and completed by OO's. This is a "temporary" file.

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302. "ORR Requirement Card" File, undated. 1/10 linear feet. These cards, recorded as "ORR Requirement Numbers," are for needs that are served on Army, Air Force, OO (?), etc. This is a "temporary" index.

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306. "Administrative Subject File," of the Map Library's Processing Branch, 1950-date. 2 linear feet. This is a "temporary" file kept for two years.

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h00. "Map Loan Record," undated. About 1/2 linear feet, 3 x 5 cards. This record covers "all maps loaned out of the library," filed in three ways: by due date; by map catalogus number; and by personal name (of borrower). This is a "temporary" file.

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h01. "Map Catalogus," undated (doubtless goes back to OSS days in World War II). About 1/2 linear feet, 3 x 5 cards (Form 70-30). This catalogus actually consists of seven parts: (1) Area files, arranged by country then by subject; (2) Subject file; (3) Numerical file, numerical by accession number for all non-CIA produced maps; (4) Numerical file for CIA-produced maps; (5) "State Department Catalogus," by country and number; (6) FEA Catalogus, by country and number; and (7) Numerical file, by accession number, for all maps that appeared as enclosures to intelligence reports, "used to obtain source of CIA maps" (meaning not clear).

h02. "Map Library's Book Catalogus," undated. 1/2 linear feet. Covers all books kept in the Map Library, such as atlases, gazetteers, and books that contain maps as illustrations. Filed by author and title.

h10. "Map Library's Loan Collection," undated. 7200 linear feet, apparently in map cases. This massive file contains two loan copies of each CIA and non-CIA map file in the library, arranged by area, country, and subject.

h11. "Map Library's Distribution Collection," undated. 2452 linear feet, in map cases. These are extra copies, for distribution, of CIA produced maps and of maps produced by "predecessor agencies (State, FEA, and OSS)," filed by map number.

h12. "Map Library's Distribution Collection (other than CIA produced)," undated. 2152 linear feet, in map cases. Arranged by country, area, and subject.

h14. "Target Chart Files," undated. 56 linear feet. This is the Library's master set of "World Aeronautical Charts" prepared by the USAF Aeronautical Chart and Information Services. Also included are "Target Information Set, Weapons Recommendation Set, Hydrographic Data Set, and Climatological Sheets." Filed by WAC number. There is also a stock of extra copies of charts and test material, totalling 222 linear feet.

h15. "Inter-Agency Map Procurement File," undated. 2 linear feet. Contains requests to other government agencies and to National Geographic Society; used for fiscal and accounting purposes. Similar material is filed in the Fiscal Division of the Comptroller's Office. This is a "temporary" file destroyed after two years.

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419. "Branch Administrative File" of the Map Library's Reference Branch, undated. 2 linear feet.

422. "Reference Library Collection," undated. About 1486 linear feet, mostly on book shelves. This is a "permanent" file kept in the library indefinitely. When an item is no longer needed, instead of being destroyed, it is sent to the Library of Congress (this practice is noteworthy as a conservation device, in contrast to the automatic destruction device used for so-called "records" by the RM Staff.--M. P. C.)

Distribution within HS working files, 1953-56:

- Orig.--"ORR" folder
- c. 1 --"RM Staff" folder
- c. 2 --"Geographic Research Area, ORR" folder
- c. 3 --"CIA Map Library" folder
- c. 4 --"IAMPCO" folder
- c. 5 --"OBI" folder
- c. 6 --"ONE" folder (pre-1950 records)

SECRET